

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
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22 July 2011

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 28 JULY 2011 at 7.15 pm, or at the conclusion of the Planning & Environment Committee meeting, whichever is later.

Louise P Goodfellow  
Town Clerk

Committee Members: Councillor T Martin – Chairman  
Councillor Wheatley – Vice Chairman

Councillor P Martin  
Councillor Poulter  
Councillor C Gordon-Smith  
Councillor Reynolds  
Councillor Woodham  
Councillor S Bott  
Councillor Noyce  
Councillor Thornton  
Councillor Williams

Councillor R Gordon-Smith  
Councillor Thomson  
Councillor Lister  
Councillor Wilson  
Councillor A Bott  
Councillor Hunter  
Councillor Robinson  
Councillor Welland

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 23 June 2011, a copy of which has been circulated previously.

### 2. APOLOGIES FOR ABSENCE

### 3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to allow members of the public to ask the Council questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 80.

### 4. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

To receive from Members, in relation to any items included on the agenda for this meeting, disclosure of any interests which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

Members are requested to disclose, in accordance with the Code of Conduct, both the existence and nature of any "Personal" or "Prejudicial" interests that they may have in relation to matters for consideration on this agenda.

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

## Personal Interests

- (1) Subject to sub-paragraphs (2) to (5) below, where a Member has a personal interest in any business of the Town Council and attends a meeting of the Council at which the business is considered, the Member must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where the Member has a personal interest in any business of the Town Council which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa) of the Code of Conduct, the Member needs only disclose to the meeting the existence and nature of that interest when s/he addresses the meeting on that business.
- (3) Where the Member has a personal interest in any business of the Town Council of the type mentioned in paragraph 8(1)(a)(viii) of the Code of Conduct, the Member need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where the Member is aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where a Member has a personal interest but, by virtue of paragraph 14 of the Code of Conduct, sensitive information relating to it is not registered in the Town Council's register of members' interests, the Member must indicate to the meeting that s/he has a personal interest, but need not disclose the sensitive information to the meeting

## Prejudicial Interests

Where a Member has a personal interest in any business of the Town Council that Member also has a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice that Member's judgement of the public interest. Where a Member has a prejudicial interest that Member must withdraw from the room or chamber where a meeting considering the business is being held.

## 5. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Town Clerk to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

## 6. BANDSTAND GRAFFITI

As members may be aware, the bandstand has recently become a victim of vandalism through graffiti. Since the beginning of July there has been three separate incidents of graffiti attacks on the floor of the bandstand. The first incident contained some especially offensive graffiti and at that point advice was taken from Waverley on the best form of removal, this involved a specialist graffiti removal company who did indeed successfully remove all traces of the graffiti without the need to use high pressure lances. This was thought to be the best solution to prevent damage to the pointing of the flag stone floor of the bandstand. However, following the second graffiti attack, which was on a Thursday night, it was decided that this highly offensive graffiti could not remain for families and especially young children to see it over the weekend, therefore a high pressure lance was used. This has resulted in some damage to the pointing, but in fact the speed of operation

and the much cheaper cost compensates for the possibility that re-pointing will be required earlier than planned. (The contractor responded on a Friday with less than an hours notice).

The third graffiti attack whilst frustrating, does not contain overly offensive material and has as yet not been cleaned.

It is requested that this committee give direction to the Facilities Manager on the way the Town Council requires graffiti attacks on its property to be managed. There are a number of options available; bearing in mind that graffiti clean costs approximately £100 per clean:

- a. Clean the graffiti off as quickly as possibly irrespective of it contents.
- b. Clean offensive graffiti (allowing the Town Clerk to use her discretion in this subjective area) as quickly as possible with non-offensive graffiti being cleaned once sufficient has accumulated to contract a day or half day of contractors time.
- c. Blank out offensive graffiti using black spray until removal of non-offensive graffiti as detailed above.

At present there is no budgetary line for this type of activity and any additional costs would have to be taken from reserves. It was this Committee's intention that expenditure on the Bandstand should be met from within the contribution made by Go Godalming. However, the sum anticipated from Go Godalming this year will fall short of the expenditure required.

#### 7. WILFRID NOYCE COMMUNITY CENTRE REPAIR, MAINTENANCE & RENOVATION

Members to consider a report from the Facilities Manager.

Members also to note that the Town Clerk has exercised her delegated authority, in consultation with the Committee Chairman, to authorise emergency electrical works at the Wilfrid Noyce Centre – the circumstances of this exercising of delegated authority are set out in the Facilities Manager's report.

#### 8. STAYCATION LIVE – MANAGEMENT PLAN

This is an information item.

Following a successful Waverley Safety Advisory Group Meeting held on 18 July 2011, the management plan for Staycation Live is attached for Members information.

Staycation Live is a new event within the Staycation programme, which has been included for a number of reasons:

- a. Having taken over the management of the Bandstand in December 2010, there appeared to be a lack of clarity over what activities Godalming Town Council, as the tenant and licensee, could allow to take place at the Bandstand without Waverley Borough Councils prior approval.
- b. As the leaseholder of the Bandstand and in keeping with the Town Council's objective of providing support to the development of services for young people, Staycation Live is an activity squarely aimed at the younger members of our community with the aim of raising social responsibility through music.
- c. Whilst the bandstand is a much-loved landmark and facility amongst a wide cross section of our community, an aim of Staycation Live is to broaden the audience further and hence the sense of ownership of the Bandstand within the community.

The planning of Staycation live, has fully explored the roles and responsibilities of the various organisations within Godalming and the wider Waverley community and has clearly established a framework of management for events based around the

Bandstand requiring licensing of entertainment, street collections and the retail of alcohol. Staycation Live will showcase a number of up and coming local bands whilst providing an opportunity for our partners to raise funds for poverty relief work for Oxfam and is being held under the Oxjam banner.

9. STAYCATION 2011 – BUDGET POSITION

Members to note the budget statement attached for the information of Members.

10. NIGHTINGALE CEMETERY STEPS

It is anticipated that the Facilities and Cemeteries Manager will be able to present costed options for the renovation of Nightingale Cemetery Steps to this committee at its next meeting. In order to inform those Members who are not aware of these steps, the Facilities and Cemeteries Manager requests that Members who wish to conduct a site visit indicate their availability on a proforma that will be tabled at this meeting.

11. BROADWATER PARK ELECTRICAL SAFETY WORKS

Members to note that electrical safety and renovation works authorised by this committee (Minute reference 41-11) has now been completed.

12. HM QUEEN ELIZABETH II DIAMOND JUBILEE CELEBRATIONS 2–5 JUNE 2012

Members to consider a report from the Facilities Manager (report attached for the information of Members).

13. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES – REPORT ON THE FAIRTRADE STEERING GROUP

Members are asked to note a report from Councillor Wheatley on The Fairtrade Steering Group (report to be tabled) an organisation on which Councillor Wheatley represents the Town Council.

14. APPLICATIONS FOR GRANT AID

	£
Information: 2011/2012 Grants Budget	60,000.00
Allocations this year to date	36,712.00 *
Balance available for allocation	23,288.00
Applications this meeting	2,887.24
Balance unallocated if applications agreed	9,107.76

\* Allocations this year to date:

The Cellar Café	800.00
Citizens Advice Waverley	26,040.00
Northbourne Action Group	3,500.00
Our Community Street Team (Farncombe Community Centre)	5,000.00
Relate SW Surrey	1,000.00
Vitalise	372.00
	36,712.00

Members to consider the following applications for grant aid - the summary of the application is given below – the detailed applications are attached for the information of Members.

**Waverley Hoppa Community Transport**

£5,000 is applied for towards the cost of providing Hospital Hoppa a service providing a door-to-door, non-emergency patient transport service for the residents of Godalming & Haslemere and the surrounding villages to the Royal Surrey County Hospital, all other health facilities in the Guildford area and all other health facilities between Haslemere and Guildford.

Previous grants: £5,000 in 2010/11, £5,000 in 2009/10, £5,000 in 2008/09 and £5,000 in 2007/08.

**Godalming & Villages Lions Club**

£1,000 is applied for as a contribution to the annual Lions Bonfire and Firework Display (specifically to fund the Guy competition, loos, band and PA system).

Previous grants: £1,000 in 2008/09.

**Safer Waverley Partnership – Junior Citizen Event**

£500 is applied for towards the cost of transporting Year 6 children from schools in Godalming to Farnham Fire Station to participate in the Junior Citizen event.

Previous grants: £500 in 2010/11; £500 in 2009/10; £500 in 2008/09; and £500 in 2006/07.

15. APPLICATIONS FOR GRANT AID IN KIND

Information:

Allocations this year to date:

	£
Godalming Roundtable (WNCC)	100.00
Godalming Together CIC (PP)	210.00
	360.00

Members to consider the following applications for grant aid in kind - the summary of the application is given below – the detailed applications are attached for the information of Members.

**The Godalming Trust**

The application is for free use of the Pepperpot Undercroft and Upper Room over the weekend of 10 & 11 September (Heritage Open Days). A total of 16 hours is requested at a total value of £208.

Previous grants: by convention Godalming Trust has used the Pepperpot at no charge on Heritage Open Days for a number of years.

**GO Godalming Association**

The application is for free use of the Pepperpot Upper Room for the association’s quarterly committee meetings. A total of 12 hours a year is requested at a total value of £84 a year (though the application covers six meetings up to and including October 2012 – a total value of £126).

Previous grants: by convention the GO Godalming Association has used the Pepperpot for its Committee meetings at no charge for a number of years.

**DisCASS**

The application is for free use of exclusive office accommodation at the Wilfrid Noyce Centre. The total value of the accommodation is £3,120 a year.

Previous grants: grant aid in kind £3,120 in 2010/11; £1,080 in 2009/10; £1,080 in 2008/09; £1,080 in 2007/08. DisCASS has occupied premises at the Wilfrid Noyce Centre since before the centre was the Town Council's responsibility.

### **Trinity Trust Team**

The application is for free use of accommodation at the Wilfrid Noyce Centre during term time. The use requested is seven hours use per week of the Small Hall, four hours use per week of the whole centre and two hours use per week of the meeting room. The total value of the use requested is £3,672.

Previous grants: grant aid in kind £2,794.80 in 2010/11; £2,794.80 in 2009/10; £2,794.80 2008/09. TTT has been using spare capacity at the Wilfrid Noyce Centre since 2008 (Minute 90-08 refers).

#### 16. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held on Thursday, 15 September 2011 at 7.15 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

#### 17. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

**GODALMING TOWN COUNCIL**

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S.81 Local Government Act 2000 and the adopted Godalming Town Council Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest]<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Godalming Town Council’s Code of Conduct paragraph 12(2)).

Agenda No.	Subject	Personal	Prejudicial	Reason	Speak?	
					Yes	No

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> “Member” includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

<sup>3</sup> A prejudicial interest is a personal interest so significant that it is likely to prejudice the member’s judgment of the public interest.

<sup>4</sup> State item under consideration.